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(PROPOSED DIRECTIVE)

All requirements for covert collection whether they be of current, continuing or long-range nature, which are served on O/SO, regardless of origin - through the IPC, components of the IAC, or other channels - will be directed to the Requirements Control Branch (RQ) through the Chief, Requirements Staff (RQM/SO). (This procedure will not apply to the initial IPC total area target submissions, which are handled directly with the SO deputies of the various divisions by direction of the DAD/SO, but will apply to the individual requirements submitted to O/SO in amplification of the original total IPC area target lists.)

(PROPOSED PROCEDURE)

1. Upon receipt of a given, specific requirement, RQ will make a determination of its validity, in consonance with the mission of the AD/SO, with particular emphasis on its urgency and necessity.
2. When this initial determination of validity has been made, this requirement will be passed to the Requirements Staff Officer of the appropriate area division or divisions.

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3. The Area Division Requirements Staff Officer would then consult with his Operations Staff Officer, or with the appropriate desk operations officer, to determine if the requirement can be satisfied through existing facilities or assets.

4. The Area Division Requirements Staff Officer will inform RQ within two (2) working days after receipt of the requirement, whether it can or cannot be accepted for field collection action. Reasons for inability will be stated.

5. RQM/RQ will inform the requestor within two (2) working days, following Step 4, whether or not O/SO will take action on the requirement.

6. Upon acceptance of a requirement by an operating division, RQ will assign a control number: "ID No." for specific requirements or "IG No." for guide-type requirements. (This control number will appear on the outgoing dispatch or cable in order that all replies may be properly referenced to the requirement before reports are disseminated to the organization requesting the information.)

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7. Area Divisions will transmit dispatches or cables to the field not later than five (5) working days after the acceptance of a requirement. Prior to transmission these dispatches or cables will be coordinated with RQ. The use of RQ facilities is encouraged incidental to staff guidances.

8. RQ will be immediately advised by Area Divisions of receipt of all incoming "IG" or "ID" dispatches or cables.

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